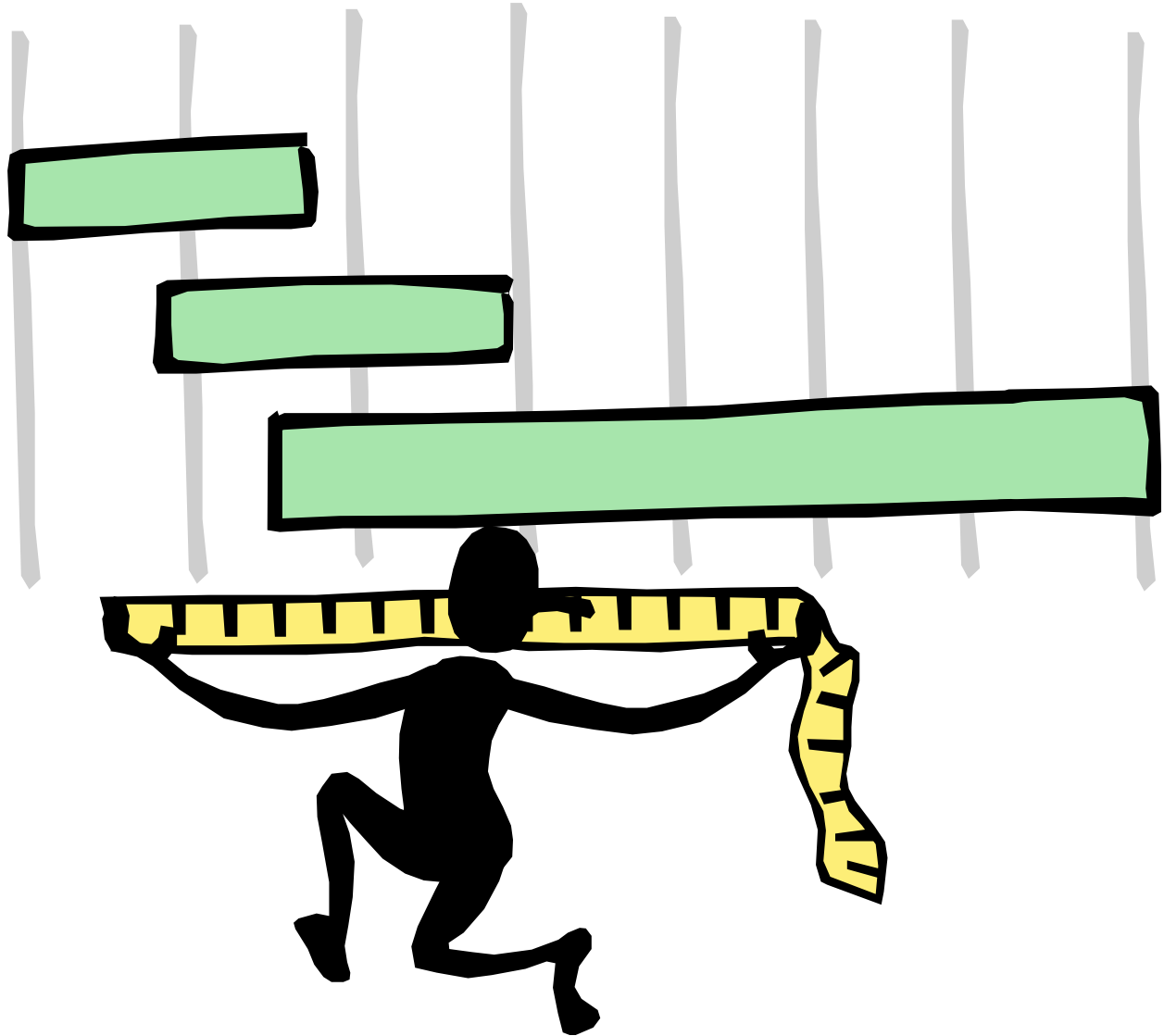


Navy Fitness



**MWR Program
Standards and Metrics**

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NAVY FITNESS PROGRAM ACCREDITATION

INTRODUCTION

About Program Accreditation

PREFACE

Program accreditation was developed to accomplish the N-46, Navy-wide requirement to develop and implement program operating standards and metrics.

Metric: *"A quantifiable measure (not the measurement itself) made over time, which communicates vital information about the quality of a process, activity, or resource."*

"A metric may be subjective, relative or absolute."

Ben Barrow, Phoenix AZ, 2000.

The focus of the initiative is on all Navy programs funded by appropriated funds (APF). The desired outcome of the initiative is to help Navy senior leadership make funding justifications, choices, and decisions.

GOALS

The following goals will be achieved by applying program standards and metrics.

1. Establish Navy-wide standards or reference points in the areas of service delivery, cost, and efficiencies and establish metrics to measure how individual programs, regions, and Navy MWR overall is doing in relation to these standards.

**GOALS
(cont.)**

2. Show how MWR is linked to Navy readiness, retention, and mission and answer the following questions all competitors for APF funding must answer:
 - "Why is the program important to the Navy?" and,
 - "What do we lose in the way of readiness, retention, or mission accomplishment if the program is partially or not funded?"
 3. Starting with POM-04, use program standards and metrics to build MWR's funding requirements for each POM and PR cycle. (i.e., to calculate how much APF MWR funding is required as part of the Navy's resource programming process.)

(This is the process every APF competitor must use to justify his/her program needs.)
 4. Identify program priorities. (e.g., What is funded first? What is funded last? What is funded fully? What is funded partially?and, Why?)
 5. Identify and employ standard data collection systems and applications to examine and assess the standards and metrics for each identified MWR program.
 6. Ensure the program standards and metrics data can be used by anyone to determine (compare) how similar programs are doing within regions and throughout Navy MWR.
 7. Identify efficiencies and best practices that can be shared and/or duplicated within regions and throughout Navy MWR.
-

BACKGROUND

In the fall of 2000, a Navy MWR Integrated Process Team (IPT) steering group began the program accreditation project by:

- Establishing a steering group.
- Identifying key members from N-46, PERS-65, Navy regions, and from among Navy MWR directors to participate on various project teams.
- Adopting a metrics "model" to help organize and prioritize standards for each program.
- Determining how to proceed with the establishment of standards and metrics.
- Identifying the initial MWR programs to be studied.

The initial MWR programs studied represent more than 80% of the APFs used by MWR, exclusive of the Child Development program, which was studied separately.

- Fitness.
- Liberty/Single-Sailor.
- Libraries.
- Fleet/Isolated Motion Picture (MOPIC).
- Youth Activities/SAC.
- Outdoor Recreation.
- Information, Tickets and Tours (ITT).

The IPT used the following project procedure:

- Define and agree on project goals and objectives.
- Divide the project team into work groups and assign responsibilities and tasks.

**BACKGROUND
(cont.)**

The project team work groups included:

- Program Support.
 - MWR MACRO Standards.
 - MIS Applications.
 - Research.
 - Communications.
 - Best Practices.
- Direct the development of an accreditation program for MWR programs that consists of two major parts:
 - Program Standards.
 - Customer Service.
 - Provide MWR program metrics and standards for:
 - Personnel.
 - Facilities.
 - Programs/Programming.
 - Equipment.
 - Administration.
 - Prepare evaluation/accreditation tools.
 - Develop directions for assessing and comparing an MWR program's current condition to the specified program standards and for using the metrics evaluation/accreditation tools.
 - Test standards and metrics and adjust as needed.
 - Publish program standards and metrics for each MWR program to be studied.
-

**WHAT THIS
PROGRAM
WILL AND
WON'T DO**

What this accreditation program does:

- It publishes standards to which you are to compare your MWR program.
- It provides the metrics and assessment tools which you will use to compare your MWR program to these published standards.

What this program does NOT do:

- It does not tell you what you should do to run your MWR program, or how you should run it.
- It does not tell you how to close the gap between these published standards and your MWR program, if one exists.

**HOW TO
USE THIS
DOCUMENT**

Each accreditation booklet is tab-divided into the following nine sections:

- Table of contents.
- Introduction.
- Measurement 1 -- Personnel.
- Measurement 2 -- Facilities.
- Measurement 3 -- Programming.
- Measurement 4 -- Equipment.
- Measurement 5 -- Administration.
- Section 2 -- Customer Service.
- Bibliography and Work Sheets.

The program standards are found after the appropriate metric for each program measurement area. The worksheets for each metric follow the standards in each section.

The Table of Contents is used to locate specific metrics and standards and metrics information.

**HOW TO
USE THIS
DOCUMENT
(cont.)**

This Introduction section explains the project, methods, and use of the directive.

The sections tabbed "Metric X -- Title" contain the metrics and standards and for one of the five major measurement areas.

The bibliography lists the sources from which the standards were developed - this section has not been completed and is not included in this package.

SOURCES

The standards published in this document drew on the following:

- Existing, official DoD and/or DON instructions/policy.
 - Generally accepted industry and/or professional standards, recommendations, and/or guidelines.
 - Best MWR and/or business practices.
 - The experience of the project team members.
-

ASSISTANCE

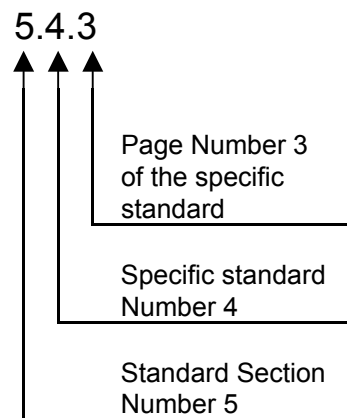
If you have questions regarding this accreditation program, please contact the appropriate PERS-65 program manager. Use the address and phone numbers below for general information, assistance and routing.

NAVY PERSONNEL COMMAND
NAVY MWR DIVISION (PERS-654)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-6540

DSN		882-6717
COM	(901)	874-6717
FAX	(901)	874-6847
INTERNET		pers654@persnet.navy.mil

PAGE NUMBERING

This booklet uses the following page numbering format:



Some of the tabbed sections use a page numbering system that uses the title of the enclosure and a sequential page number. (e.g. **Intro - 7 (this page)**, **B&F - 2**, etc.)

**INDIVIDUAL
STANDARD
NUMBERING**

The specific standards in each section use a numbering system that matches the Metric number.

Example:

- 1.0 is for Personnel metrics and standards.
 - "Percent Authorized Staffing" is the first of four metrics in this area and is numbered 1.1.
 - The standards within 1.1 – Percent Authorized Staffing, are numbered:
 - 1.1.1
 - 1.1.2
 - 1.1.3
 - If a standard needs to be further defined, the following numbering system is used:
 - 1.1.4
 - . 1.1.4.1
 - . 1.1.4.2
 - . 1.1.4.3
-

**STANDARDS
CONTINUUM**

As you will see, the accreditation processes result in scores that, through the use of work sheets, tables and simple arithmetic, equate to the following:

10	C1	Ideal
9		
8	C2	Operational with some deficiencies
7		
6	C3	Operational with serious deficiencies
5		
4		Not operational
3		
2		
1		
0		

NOTE: The accreditation scoring methods calculate to scores between 1 and 10.
--

**TRUTH IN
ADVERTISING**

This is the paramount accreditation direction.

DO NOT use the metrics/accreditation work sheets to make your MWR program look a bit better (or worse) than it actually is. The purpose of this process is to justify full funding with regard to Navy readiness, retention, and mission.

GLOSSARY

The following abbreviations, acronyms, and definitions apply to this PS&A directive.

BOS	Base Operating Support
IPT	Integrated Process Team
M/S	Metrics/Standards (and vice-versa)
NPRST	Navy Personnel Research Studies and Technology
PET	Program Enhancement Teams
POM	Program Objective Memorandum
PR	Program Review
PSG	Program Support Group
S/M	Standards/Metrics (and vice-versa)
Benchmark	A performance reference point.
Charts	Used to graphically display metric results. The chart itself is not a metric.
Counts	A statistic/measurement that can result in a metric. However, statistics do not necessarily give a measure that will drive appropriate management action.
Measurement	Actual value of a metric.
Metric	A quantifiable measure (not the measurement itself) made over time, which communicates vital information about the quality of a process, activity, or resource. A metric may be subjective, relative or absolute. A metric is means to an end--not the end itself.
Standard	Conformance boundaries set to achieve a desired performance category. (e.g., max, min, avg., etc.)
Status Measure	A one time measurement that conveys little trend information. (Such as data in a pie chart.)
Metric Attributes	<ul style="list-style-type: none">• Meaningful to the customer• Tells how well organizational goals are being met through measured processes• Simple, understandable, and repeatable• Unambiguously defined• Shows a trend• Its data is easy and economical to collect• Timely• Drives appropriate management action

NAVY FITNESS PROGRAM ACCREDITATION PERSONNEL

METRIC 1.1

Percent of Compliance with Staffing Standards

PURPOSE OF THIS METRIC

To measure the level of staffing in the Navy Fitness program as compared to establish standards. Nationally recommended patron to staff ratios are based on safety and customer service needs.

REFERENCES/

SOURCES

- BUPERSINST 1710.11C, Operation of Morale, Welfare and Recreation (MWR) Programs
- DoD Core Fitness Standards

NOTES

Private sector recommended staffing levels were used as the benchmark. Additionally, Navy Fitness staffing levels must meet the requirements to assist military members in the Physical Readiness program.

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Standards

- 1.1.1** To support the Navy's Physical Readiness program and to attain DoD core fitness standards, Navy Fitness operations will be staffed in accordance with the appropriate standards shown below.

(The Jumbo category bases (NAVSTA Norfolk and NAVSTA San Diego) are not listed due to multiple facilities and staffing factors and should be addressed individually).

A. Extra Large Installation: (14,001- 30,000)

- 1 – Fitness Coordinator (GS 9-12)
- 1 – Fitness Director (GS 9-11)
- 1 – Fitness Program Leader - Intramural (IM) Sports Coordinator (GS 5-7)
- 1 – Fitness Program Leader – Facility Coordinator (GS 5-7)
- 1 – Fitness Program Leader – Leader Group Exercise Instructor (GS 5-8)
- 1 – Fitness Program Leader – Aquatic Coordinator (GS 5-7)
- 3 – Fitness Leaders (GS 5-7)
- 6 – Fitness Assistants (3 GS-4; 3 GS-3)
- 4 – Outdoor Maintenance Staff (WG-4)
- 3 – Custodial Personnel (WG-2)
- Part-time (Man hours per year – 45,000)
 - Fitness Assistants (Lifeguards, Gear Issue and Pool Aides, Office Admin Support)

B. Large Installation: (7,001-14,000)

- 1 – Fitness Coordinator (GS 9-12)
- 1 – Fitness Director (GS 9-11)
- 1 – Fitness Program Leader - Intramural (IM) Sports Coordinator (GS 5-7)
- 1 – Fitness Program Leader – Facility Coordinator (GS 5-7)
- 1 – Fitness Program Leader – Leader Group Exercise Instructor (GS 5-8)

- 1 – Fitness Program Leader – Aquatic Coordinator (GS- 5-7)
- 3 – Fitness Leaders (GS 5-7)
- 4 – Fitness Assistants (2 GS-4; 2 GS-3)
- 4 – Outdoor Maintenance Staff (WG-4)
- 3 – Custodial Personnel (WG-2)
- Part-time (Man hours per year – 45,000)
 - Fitness Assistants (Lifeguards, Gear Issue, Pool Aides, and Office Admin support,)

C. Medium Installation: (3,001-7,000)

- 1 - Fitness Coordinator (GS 9-11)
- 1 – Fitness Director (GS 9-10)
- 1 – Fitness Program Leader -IM Sports Coordinator (GS 5-7)
- 1 – Fitness Program Leader – Facility/Aquatic Coordinator (GS 5-7)
- 1 - Fitness Program Leader – Leader Group Exercise Instructor (GS 5-8)
- 1 – Fitness Leaders (GS 5-7)
- 3 – Fitness Assistants (GS-4)
- 2 – Outdoor Maintenance Staff (WG-4)
- 2 - Custodial Personnel (WG-2)
- Part-time (Man hours per year – 35,000)
 - Fitness Assistants (Lifeguards, Gear Issue, Pool Aides, and Office Admin support)

D. Small Installation: (501-3,000)

- 1 – Fitness Director (GS 8/9)
- 2 – Fitness Program Leader – Leader Group Exercise Instructor (GS 5-8)
- 2 – Fitness Leaders (GS 5-7)
- 4 – Fitness Assistants-(GS-4)
- 1 – Outdoor Maintenance Staff (WG-4)
- 1 – Custodial Personnel (WG-2)
- Part-time (Man hours per year – 25,000)
 - Fitness Assistants (Lifeguards, Gear Issue, Pool Aides, and Office Admin support)

E. Extra Small Installation: (0-500)

- 1 – Fitness Director (GS 8/9)
- 1 – Fitness Program Leader – Leader Group Exercise Instructor (GS 5-8)
- 1 – Fitness Leaders (GS 5-7)
- 4 – Fitness Assistants (GS-4)
- 1 – Outdoor Maintenance Staff (WG-4)
- 1 – Custodial Personnel (WG-2)
- Part-time (Man hours per year – 7,500)
 - Fitness Assistants (Gear Issue and Office Admin support)

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Score Sheet
Fitness
Metric 1.1

Step 1 Find the staffing standard that applies to your installation. The number in parentheses refers to the total active duty population.

		A	
A. Extra Large Installation (14,000-30,000)		Meet Standard	
Step 2	Circle the number in the column (A) that applies to your program for each position in the standard.		
Fitness Coordinator (GS 9-12/NF 4)			1
Fitness Director (GS 9-11/NF 4)			1
Fitness Program Leader -IM Sports Coordinator (GS 5-7/NF 3)			1
Fitness Program Leader – Facility Coordinator (GS 5-7/NF 3)			1
Fitness Program Leader – Leader Group Exercise Instructor (GS 5-8/NF 3)			1
Fitness Program Leader – Aquatic Coordinator (GS 5-7/NF 3)			1
Fitness Leader (GS 5-7/NF 3)			1
Fitness Leader (GS 5-7/NF 3)			1
Fitness Leader (GS 5-7/NF 3)			1
Fitness Assistant-(GS-4/NF 2			1
Fitness Assistant-(GS-4/NF 2)			1
Fitness Assistant-(GS-4/NF 2)			1
Fitness Assistant-(GS-3/NF 2)			1
Fitness Assistant-(GS-3/NF 2)			1
Fitness Assistant-(GS-3/NF 2)		1	

**Navy Fitness
Program Accreditation**

Outdoor Maintenance Staff (WG-4)	1
Outdoor Maintenance Staff (WG-4)	1
Outdoor Maintenance Staff (WG-4)	1
Outdoor Maintenance Staff (WG-4)	1
Custodial Personnel (WG-2)	1
Custodial Personnel (WG-2)	1
Custodial Personnel (WG-2)	1
Part-time (Man hours per year – 45,000)	
• Fitness Assistants (Lifeguards, Gear Issue and Pool Aides)	
>45,000 hours per yr	3
35,000-45,000	2
25,000-34,999	1
Step 3 Add the numbers you circled and enter total	

Step 4 Compute your percent compliance:

$$A \div 25 \times 100 = \% \text{ Compliance}$$

Your % Compliance

Step 5 Enter your percent compliance in the performance block for metric 1.1

Step 6 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

Percent of Compliance with Staffing Standards

		A
B. Large Installation: (7,001-14,000)		
Step 2	Circle the number in the column (A) that applies to your program for each position in the standard.	Meet Standard
Fitness Coordinator (GS 9-12/NF 4)		1
Fitness Director (GS 9-11/NF 4)		1
Fitness Program Leader -IM Sports Coordinator (GS 5-7/NF 3)		1
Fitness Program Leader – Facility Coordinator (GS 5-7/NF 3)		1
Fitness Program Leader – Leader Group Exercise Instructor (GS 5-8/NF 3)		1
Fitness Program Leader – Aquatic Coordinator (GS 5-7/NF 3)		1
Fitness Leader (GS 5-7/NF 3)		1
Fitness Leader (GS 5-7/NF 3)		1
Fitness Leader (GS 5-7/NF 3)		1
Fitness Assistant-(GS-4/NF 2)		1
Fitness Assistant-(GS-4/NF 2)		1
Fitness Assistant-(GS-3/NF 2)		1
Fitness Assistant-(GS-3/NF 2)		1
Outdoor Maintenance Staff (WG-4)		1
Outdoor Maintenance Staff (WG-4)		1
Outdoor Maintenance Staff (WG-4)		1
Outdoor Maintenance Staff (WG-4)		1
Custodial Personnel (WG-2)		1
Custodial Personnel (WG-2)		1
Custodial Personnel (WG-2)		1

**Navy Fitness
Program Accreditation**

Part-time (Man hours per year – 45,000)	
• Fitness Assistants (Lifeguards, Gear Issue and Pool Aides)	
>45,000 hours per yr	3
35,000-45,000	2
25,000-34,999	1
Step 3 Add the numbers you circled and enter total	

Step 4 Compute your percent compliance:

$$A \div 23 \times 100 = \% \text{ Compliance}$$

Your % Compliance

Step 5 Enter your percent compliance in the performance block for metric 1.1

Step 6 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

Percent of Compliance with Staffing Standards

		A
C. Medium Installation: (3,001-7,000)		Meet Standard
Step 2	Circle the number in the column A that applies to your program for each position in the standard.	
Fitness Coordinator (GS 9-11/NF 4)		1
Fitness Director (GS 9-10/NF 4)		1
Fitness Program Leader -IM Sports Coordinator (GS 5-7/NF 3)		1
Fitness Program Leader – Facility Coordinator (GS 5-7/NF 3)		1
Fitness Program Leader – Leader Group Exercise Instructor (GS 5-8/NF 3)		1
Fitness Program Leader – Aquatic Coordinator (GS 5-7/NF 3)		1
Fitness Leader (GS 5-7/NF 3)		1
Fitness Assistant-(GS-4/NF 2)		1
Fitness Assistant-(GS-4/NF 2)		1
Fitness Assistant-(GS-4/NF 2)		1
Outdoor Maintenance Staff (WG-4)		1
Outdoor Maintenance Staff (WG-4)		1
Custodial Personnel (WG-2)		1
Custodial Personnel (WG-2)		1
Part-time (Man hours per year – 35,000)		
• Fitness Assistants (Lifeguards, Gear Issue and Pool Aides)		
>35,000 hours per yr		3
25,000-34,999		2
15,000-24,999		1
Step 3	Add the numbers you circled and enter total	

Step 4 Compute your percent compliance:

$$A \div 17 \times 100 = \% \text{ Compliance}$$

Your % Compliance

Step 5 Enter your percent compliance in the performance block for metric 1.1

Step 6 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

Percent of Compliance with Staffing Standards

		A
D. Small Installation: (501-3,000)		
Step 2	Circle the number in the column (A) that applies to your program for each position in the standard.	Meet Standard
Fitness Director (GS 8/9 /NF 3)		1
Fitness Program Leader – Leader Group Exercise Instructor (GS 5-8/NF 3)		1
Fitness Program Leader – Leader Group Exercise Instructor (GS 5-8/NF 3)		1
Fitness Leader (GS 5-7/NF 3)		1
Fitness Leader (GS 5-7/NF 3)		1
Fitness Assistant-(GS-4/NF 2)		1
Fitness Assistant-(GS-4/NF 2)		1
Fitness Assistant-(GS-4/NF 2)		1
Fitness Assistant-(GS-4/NF 2)		1
Outdoor Maintenance Staff (WG-4)		1
Custodial Personnel (WG-2)		1
Part-time (Man hours per year – 25,000)		
• Fitness Assistants (Lifeguards, Gear Issue and Pool Aides)		
>25,000 hours per yr		3
20,000-24,999		2
15,000-19,999		1
Step 3	Add the numbers you circled and enter total	

Step 4 Compute your percent compliance:

$$A \div 14 \times 100 = \% \text{ Compliance}$$

Your % Compliance

Step 5 Enter your percent compliance in the performance block for metric 1.1

Step 6 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

Percent of Compliance with Staffing Standards

		A
E. Extra Small Installation: (<500)		Meet Standard
Step 2	Circle the number in the column (A) that applies to your program for each position in the standard.	
Fitness Director (GS 8/9/NF 3)		1
Fitness Program Leader – Leader Group Exercise Instructor (GS 5-8/NF 3)		1
Fitness Leader (GS 5-7/NF 3)		1
Fitness Assistant-(GS-4/NF 2)		1
Fitness Assistant-(GS-4/NF 2)		1
Fitness Assistant-(GS-4/NF 2)		1
Fitness Assistant-(GS-4/NF 2)		1
Outdoor Maintenance Staff (WG-4)		1
Custodial Personnel (WG-2)		1
Part-time (Man hours per year – 7,500)		
• Fitness Assistants (Lifeguards, Gear Issue and Pool Aides)		
>7,500 hours per yr		3
6,000-7,499		2
5,000-5,999		1
Step 3	Add the numbers you circled and enter total	

Step 4 Compute your percent compliance:

$$A \div 12 \times 100 = \% \text{ Compliance}$$

Your % Compliance

- Step 5** Enter your percent compliance in the performance block for metric 1.1
- Step 6** Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

NAVY FITNESS PROGRAM ACCREDITATION PERSONNEL

METRIC 1.2

Percent Compliance With Qualifications Standards

PURPOSE OF THIS METRIC

To measure the level of compliance with qualification standards established for each position for this program.

REFERENCES/ SOURCES

- BUPERSINST 1710.11C, Operation of Morale, Welfare and Recreation (MWR) Programs
- DoD Core Fitness Standards

NOTES

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Standards

- 1.2.1** Each Fitness Center Coordinator/Director/Supervisor must have an undergraduate degree in health and fitness, or equivalent relevant experience with knowledge of fitness, health promotions, marketing, finance, and customer service.
- 1.2.2** The Fitness Center Coordinator/Director/Supervisor should have three years of supervisory experience in the fitness/health industry.
- 1.2.3** All Fitness Program Leaders shall possess current fitness certification from a nationally recognized health and fitness organization and possess knowledge of health promotion concepts.
- 1.2.4** All specialty area professional (e.g., personal trainer, group exercise instructors) staff or contractors must have current certification from a nationally recognized professional association.
- 1.2.5** Each staff member, (with the exception of maintenance staff) must be able to properly use the Fitness center equipment and be able to instruct the use of each apparatus to the patrons.
- 1.2.6** Every staff member, (with the exception of maintenance staff) must be able to conduct a general orientation class that includes, as a minimum, the following topic: facility rules and regulations, basic exercise guidelines, fitness safety policies and procedures and equipment use.
- 1.2.7** The Aquatics Program Director/Aquatics Coordinator has a BS/BA in Recreation or related field; or high school diploma with at least 5 years of experience and training in recreation or related field. Must possess at least one of the following certifications: (1) American Red Cross or YMCA Lifeguard training, (2) YMCA Aquatic Facility Manager or Pool Operators On Location Course, (3) National Pool and Spa Institute Certified Pool Operator.

- 1.2.8** The Intramural Sports Director has a college degree with emphasis in recreational sports management or a high school diploma with at least 3 years experience and training in sports or related field.

Percent Compliance With Appropriate Qualifications Standards

**Score Sheet
Navy Fitness
Metric 1.2**

		A
Step 1	Circle the number in the column A for each standard met.	
Standards		Meet Standard
1.2.1		1
1.2.2		1
1.2.3		1
1.2.4		1
1.2.5		1
1.2.6		1
1.2.7		1
1.2.8		1
Step 2	Add the circled numbers and enter total	

Step 3 Compute your percent compliance:

$$A \div 8 \times 100 = \% \text{ Compliance}$$

Your % Compliance

Step 4 Enter your percent compliance in the performance block for metric 1.2.

Step 5 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

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NAVY FITNESS PROGRAM ACCREDITATION PERSONNEL

METRIC 1.3

Percent Compliance With Training Standards

PURPOSE

To measure the training completed by the personnel employed in the program as compared to training required for each position.

OF THIS METRIC

REFERENCES/ SOURCES

- BUPERSINST 1710.11C, Operation of Morale, Welfare and Recreation (MWR) Programs

NOTES

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Standards

- 1.3.1** Fitness Staff complete base indoc within the first three months of employment.
- 1.3.2** Staff members who have been employed for 6 months or more have attended the Star Service: Achieving Extraordinary Customer Relations program.
- 1.3.3** All full time Fitness Staff members receive a minimum of 20 hours a year of professional development training.
- 1.3.4** Managers who have been employed for 18 months or more have attended MWR Managers Course.
- 1.3.5** Managers and supervisors who have been employed for 18 months or more have attended the MASTR course
- 1.3.6** All Lifeguards are certified by a recognized organization that provides a qualification program in lifesaving and rescue skills.
- 1.3.7** Each staff member must be trained in proper use of all Fitness center equipment.
- 1.3.8** All fitness staff members have completed training/certification in the following:
- ☐ CPR/First Aid
 - ☐ Local emergency procedures

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**Score Sheet
Navy Fitness
Metric 1.3**

	A
Step 1 Circle the number in the column A for each standard met. Standards	Meet Standard
1.3.1	1
1.3.2	1
1.3.3	1
1.3.4	1
1.3.5	1
1.3.6	1
1.3.7	1
1.3.8	1
Step 2 Add the circled numbers and enter total	

Step 3 Compute your percent compliance:

$$A \div 8 \times 100 = \% \text{ Compliance}$$

Your % Compliance

Step 4 Enter your percent compliance in the performance block for metric 1.3.

Step 5 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

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PROGRAM ACCREDITATION FACILITIES

METRIC 2.1

Percent of Out-Door Inventory (Volume) in Compliance With Standards

PURPOSE OF THIS METRIC

To measure the degree to which the amount (volume) of outdoor space for the Fitness program complies with standards established for adequate space.

REFERENCES/ SOURCES

- NAVFAC P-80 .
 - Recreation, Park and Open Space Standards, National Recreation and Park Association
 - Sports Governing Bodies/Sports Organizations (see BUPERSINST 1710.11C)
-

NOTES

Facilities are land, spaces, structures, and fixtures. Facilities provide the setting and atmosphere for the fitness program. Well-planned facilities along with competent program leadership make possible maximum fitness activities. Without adequate facilities, even the best leadership is seriously handicapped. Appropriated funds (APF) should be used to construct, improve, rehabilitate, convert, relocate, maintain, operate, and support facilities for fitness participation.

The fitness complex should be located in a central location of the installation that provides easy access to the patrons.

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Standards

All Navy fitness complexes, except at extra-small installations, shall include the following indoor and outdoor facilities as core elements.

- 2.1.1** ***Softball Fields:*** This area is to support informal, intramural, extramural sports and special community events.

In order to count in compliance with this standard, each field must have a ground space of 62,500 square feet (1.5 acres) to 90,000 square feet (2.0 acres). All field dimensions must be within the current ASA (Amateur Softball Association) Guide and Playing Rules book.

X-Large	-	4 with lights		5 without lights
Large	-	3 with lights	-	3 without lights
Medium	-	2 with lights	-	2 without lights
Small	-	1 with lights	-	1 without lights
X-Small	-	1 with lights		

- 2.1.2** ***Multi Purpose Fields:*** This area is to support training and physical readiness programs as well as informal and intramural play for Soccer, Flag Football, Rugby and other special community events.

In order to count in compliance with this standard, the ground space available for each field must be 75,250 sq. ft. (1.7 acres) to 93,100 square feet for soccer and slightly larger for rugby. For rugby, the playing field dimensions are 69m by 144m; for soccer, the field is 50-100 yards wide and 100-130 yards long. The field area may be incorporated into the outfield area of a softball field.

X-Large	-	2 with lights		3 without lights
Large	-	1 with lights	-	2 without lights

Medium - 1 with lights - 1 without lights

Small - 1 with lights

X-Small - 1 without lights

2.1.3 *Tennis Courts:* This area is to support instructional, informal, and intramural tennis and other special community events.

In order to be counted in compliance with this standard, the size of each double court (with an actual playing surface of 36' by 78') must be 60' by 120' in order to provide sufficient space behind and beside the court lines. When courts are constructed in batteries of two or more 12' should be allowed between courts; in no case should there be less than 10' between courts.

X-Large - 8 courts

Large - 6 courts

Medium - 4 courts

Small - 2 courts

X-Small - 1 court

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Percent of Out-Door Inventory (Volume) in Compliance With Standards

**Score Sheet
Navy Fitness
Metric 2.1**

Step 1 Find the score sheet for your size installation

		A
A. Extra Large Installation: (14,000-30,000)		Meet Standard
Step 2	Circle the number in the column A that applies to your program for each position in the standard.	
Standard		
2.1.1	Softball	
	• 4 Lighted	1
	• 5 Unlighted	1
2.1.2	Multipurpose Fields	
	• 2 Lighted	1
	• 3 Unlighted	1
2.1.3	8 Tennis Courts	1
2.1.5	Swimming Pools	
	• 1 50 Meter	1
	• 2 25 Meter	1
Step 3. Add the numbers you circled and enter total		

Step 4 Compute your percent compliance:

$$A \div 7 \times 100 = \% \text{ Compliance}$$

Your % Compliance

Step 5. Enter your percent compliance in the performance block for metric 2.1

Step 6 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

Percent of Out-Door Inventory (Volume) in Compliance With Standards

		A
B. Large Installation: (7,000-14,000)		
Step 2	Circle the number in the column A if you meet the standard for each type facility	Meet Standard
Standard		
2.1.1	Softball	
	• 3 Lighted	1
	• 3 Unlighted	1
2.1.2	Multipurpose Fields	
	• 1 Lighted	1
	• 2 Unlighted	1
2.1.3	6 Tennis Courts	1
2.1.5	Swimming Pools	
	• 1 50 Meter	1
	• 1 25 Meter	1
Step 3	Add the numbers you circled and enter total	

Step 4 Compute your percent compliance:

$$A \div 7 \times 100 = \% \text{ Compliance}$$

Your % Compliance

Step 5 Enter your percent compliance in the performance block for metric 2.1

Step 6 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

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Percent of Out-Door Inventory (Volume) in Compliance With Standards

		A
C. Medium Installation: (3,000-7,000)		Meet Standard
Step 2	Circle the number in the column A if you meet the standard for each type facility	
Standard		
2.1.1	Softball	
	• 2 Lighted	1
	• 2 Unlighted	1
2.1.2	Multipurpose Fields	
	• 1 Lighted	1
	• 1 Unlighted	1
2.1.3	4 Tennis Courts	1
2.1.5	Swimming Pools	
	• 1 50 Meter	1
Step 3	Add the numbers you circled and enter total	

Step 4 Compute your percent compliance:

$$A \div 6 \times 100 = \% \text{ Compliance}$$

Your % Compliance

Step 5 Enter your percent compliance in the performance block for metric 2.1

Step 6 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

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Percent of Out-Door Inventory (Volume) in Compliance With Standards

		A
D. Small Installation: (500-3,000)		Meet Standard
Step 2	Circle the number in the column A if you meet the standard for each type facility	
Standard		
2.1.1	Softball	
	• 1 Lighted	1
	• 1 Unlighted	1
2.1.2	Multipurpose Fields	
	• 1 Lighted	1
2.1.3	2 Tennis Courts	1
2.1.5	Swimming Pools	
	• Access	1
Step 3	Add the numbers you circled and enter total	

Step 4 Compute your percent compliance:

$$A \div 5 \times 100 = \% \text{ Compliance}$$

Your % Compliance

Step 5 Enter your percent compliance in the performance block for metric 2.1

Step 6 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

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Percent of Out-Door Inventory (Volume) in Compliance With Standards

		A
E. Extra Small Installation: (<500)		Meet Standard
Step 2	Circle the number in the column A if you meet the standard for each type facility	
Standard		
2.1.1	Softball	
	• 1 Lighted	
2.1.2	Multipurpose Fields	
	• 1 Unlighted	
2.1.3	1 Tennis Courts	1
2.1.5	Swimming Pools	
	• Access	1
Step 3	Add the numbers you circled and enter total	

Step 4 Compute your percent compliance:

$$A \div 4 \times 100 = \% \text{ Compliance}$$

Your % Compliance

Step 5 Enter your percent compliance in the performance block for metric 2.1

Step 6 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

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NAVY FITNESS PROGRAM ACCREDITATION FACILITIES

METRIC 2.2

Percent of In-Door Inventory (Volume) in Compliance With Standards

PURPOSE OF THIS METRIC

To measure the degree to which the amount (volume) of indoor space for the Fitness program complies with standards established for adequate space.

REFERENCES/ SOURCES

- BUPERSINST 1710.11C, Operation of Morale, Welfare and Recreation (MWR) Programs
 - NAVFAC P-80
-

NOTES

Facilities are land, spaces, structures, and fixtures. Facilities provide the setting and atmosphere for the fitness program. Well-planned facilities along with competent program leadership make possible maximum fitness activities. Without adequate facilities, even the best leadership is seriously handicapped. Appropriated funds (APF) should be used to construct, improve, rehabilitate, convert, relocate, maintain, operate, and support facilities for fitness participation.

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Standards

2.2.1 ***Fitness Area:*** This instructional and informal fitness area is necessary for variety and balance to the regular exercise program for individuals and groups. It shall be divided into four areas: Warm-up/cool down area, free weight section, circuit training machine section and a cardiovascular equipment space.

Space Size (square meters (feet), occupancy, or unit of equipment): Each fitness center will be appropriately sized in accordance with the NAVFAC MILHDBK 1037/8 of 15 August 1996 for the proper amount of floor space. The total minimum space requirement must contain by installation size the following square meters of floor space:

X-Large	650 square meters	-	(7000 square feet)
Large	372 square meters	-	(4000 square feet)
Medium	325 square meters	-	(3500 square feet)
Small	148 square meters	-	(1600 square feet)
X-Small	93 square meters	-	(1000 square feet)

NOTE: These numbers to not include 14 square meters (150 square feet) for a fitness testing room.
--

The fitness area should contain at least one private fitness testing room of at least 14 square meters (150 square feet) of air-conditioned, well-illuminated space. The room may also serve as the fitness office.

The minimum ceiling height for the fitness area is 3657 mm (12 feet). A higher ceiling will ensure proper ceiling clearances for certain pieces of equipment and their use. It will also help dissipate heat build-up created by large groups using the facility at the same time.

An average of 4.3 square meters (46 square feet) shall be provided for each piece of single station equipment. This includes the dimensions of the equipment and the space between stations for safety zones and circulation around and between each piece of equipment.

2.2.2 ***Group Exercise Room:*** For instructional classes and group exercise.

Space Size (square meters (feet), occupancy, or unit of equipment): The aerobics room(s) meets the following minimum guidelines:

X-Large - 418 square meters (4500 square feet)

Large - 307 square meters (3300 square feet)

Medium - 140 square meters (1500 square feet)

Small - 112 square meters (1200 square feet)

X-Small - 74 square meters (800 square feet).

Provide 3.2 to 3.7 square meters (35 to 40 square feet) per person minimum.

2.2.3 ***Locker Rooms/Sauna and Steam Rooms:*** The locker rooms will be used by those participating in fitness/sports activities for changing, showering, dressing, and secured storage of personal effects. Toilet facilities will also be provided in this area. Several other functions may be provided in this space such as sauna, steam room, hot tub. Provide separate spaces for each functional activity for men and women.

The patron support area including locker rooms, showers, toilets and sauna rooms must adhere to the following minimum square meter (feet) totals:

Percent of In-Door Inventory (Volume) in Compliance With Standards

X-Large - 650 square meters (7000 square feet)

Large - 465 square meters (5000 square feet)

Medium - 232 square meters (2500 square feet)

Small - 186 square meters (2000 square feet)

X-Small - 93 square meters (1000 square feet)

For Sauna/ Steam Room

The sauna and steam rooms shall provide .7 to .9 square meters (8 to 10 square feet) of floor area for each occupant. The size of the cool-down space shall be approximately 50 percent of the sauna and steam rooms combined size.

2.2.4 ***Family Locker Room:*** Family locker room affords adequate privacy for mothers and/or fathers with small children a place to change clothes and shower. A family locker room can be a dressing stall with a bench inside the main locker room or separate individual rooms with a dressing area, showers and toilets. Recommend a separate family locker area with private oversized stalls for dressing and showering. Provide toilets, sinks and lockers in an adjacent common area within the family locker room.

Space Size (square meters (feet), occupancy, or unit of equipment): In order to count in compliance with this standard, the following square footage shall be provided:

X-Large - 46.5 to 55.7 square meters (500 to 600 square feet)

Large - 37.1 to 46.5 square meters (400 to 500 square feet)

Medium - 27.9 to 37.1 square meters (300 to 400 square feet)

Small - 18.6 to 27.9 square meters (200 to 300 square feet)

X-Small - 9.3 to 18.6 square meters (100 to 200 square feet)

The following number of private family stalls for the family locker rooms are recommended by base size:

X-Large - five family stalls.

Large - four family stalls

Medium - three family stalls

Small - two family stalls

X-Small - one family stall

Dressing area should be sized for a parent and two children.

A 456-mm by 1219-mm (18-inch by 48 inch) water resistant bench and a minimum of four wall hooks for towel and clothes are recommended for each family changing/dressing stall.

Three full-size lockers per private family stall should be located in the common area of the family locker room.

Restroom should contain a water closet, lavatory with mirror and lighting above, towel hook, soap dispenser, paper towel dispenser, toilet tissue dispenser, and trash receptacle. Outside this room in the common area, recommend location of a mirror with a shelf and hair-drying space.

2.2.5 ***Control Counter and Administrative Area:*** The control counter is often referred to as the front desk or reception desk. It's the focal point of information exchange within the building and is the check-in location for patrons. The control desk provides for direct supervision of the facility as well as greeting and informing patrons and directing them to their particular activity area. Additionally, the control desk serves as the focal point for safety and emergency situations.

Space Size (square meters (feet), occupancy, or unit of equipment). The following square meter (footage) requirements must be maintained for each control counter/administration area by installation:

Percent of In-Door Inventory (Volume) in Compliance With Standards

X-Large	-	93 square meters (1000 square feet)
Large	-	84 square meters (900 square feet)
Medium	-	74 square meters (800 square feet)
Small	-	56 square meters (600 square feet)
X-Small	-	37 square meters (400 square feet).

2.2.6 ***Gymnasium:*** A gymnasium is an area where a basketball court(s) may be a single or multi-purpose court (area) for Instructional, informal, intramural, and extramural sports as well as special community events.

The following number of indoor basketball courts is required by installation size:

X-Large	-	4
Large	-	3
Medium	-	2
Small	-	1
X-Small	-	0

A court shall be designated as the main court for competition.

In order to be counted compliance with this standard, basketball courts will comply with NCAA basketball standards which is 94' by 50' with 6 feet minimum and a recommended 10 feet unobstructed space on all sides. The size of a volleyball court is 30' x 60' with 10 feet unobstructed area on all sides (6 ft. minimum). There should be an overhead clearance free from obstruction to a height of 7m.(23') measured from the playing surface.

- 2.2.7** ***Combative/Martial Arts Room:*** To be utilized for the instruction and practice sessions of combative and martial arts disciplines.

In order to count in compliance with this standard the combative/martial arts room shall be a minimum of 800 square feet. A space is not required for extra-small installations.

- 2.2.8** ***Racquetball/Handball Courts:*** For the instructional, informal and intramural participant in their leisure pursuits.

The following minimum number of courts is required:

X-Large - 4 courts

Large - 4 courts

Medium - 4 courts

Small - 2 courts

X-Small - 1 court

In order to be counted in compliance with this standard, courts shall be All courts should be four wall; and dimensions are 20 feet wide, 20 feet high, and 40 feet long, with the back wall at least 12 feet high.

- 2.2.9** ***Multi-Purpose Activity Area:*** An area designed for classes, meetings and special group meetings.

The minimum multi purpose activity area size (for all size installations except X-Small) is 1500 square feet with a ceiling height of 12 feet. The size for an X-Small installation is 500 square feet.

- 2.2.10** ***Gear Issue Room:*** An area designed for storage of recreational gear that can be issued to patrons for leisure pursuits.

The following represent the minimum size for the gear issue room by installation size:

X-Large	-	1200 square feet
Large	-	1000 square feet
Medium	-	800 square feet
Small	-	600 square feet
X-Small	-	500 square feet

A laundry area shall be located within the Gear Issue area, which will consume approximately 150 to 300 square feet of floor space.

The customer service counter should be large enough to accommodate patrons at peak demand times.

2.2.11 ***Equipment Storage Room:*** An area designed for storage of equipment and supplies used to support the recreation and fitness program.

The following minimum guidelines will be provided for indoor storage area by installation size:

X-Large	-	1250 square feet
Large	-	1000 square feet
Medium	-	750 square feet
Small	-	600 square feet
X-Small	-	400 square feet

2.2.12 ***Administrative/Support Area:*** An area designed for staff office space that can also be utilized for patron interviews, evaluations etc.

The minimum square footage for the administrative office and support area is:

X-Large - 1000 square feet

Large - 900 square feet

Medium - 800 square feet

Small - 600 square feet

X-Small - 300 square feet

Percent of In-Door Inventory (Volume) in Compliance With Standards

**Score Sheet
Navy Fitness
Metric 2.2**

Step 1 Circle the number in column B that matches your level of compliance (from column A) for each standard

		A	B
Standard	Facility	% of Requirement Met	Score
2.2.1	Fitness Area (to include warm-up/cool down area; free weight section; circuit training machine area; and cardio-vascular machine area	>100	10
	Percentages in column A refer to the square footage requirement in the standard.	90-100	9
		80-89	8
		70-79	7
		60-69	6
		50-59	5
		40-49	4
		30-39	3
		20-29	2
		10-19	1
		<10	0
2.2.2	Group Exercise Area	>100	10
	Percentages in column A refer to the square footage requirement in the standard.	90-100	9
		80-89	8
		70-79	7
		60-69	6
		50-59	5
		40-49	4
		30-39	3
		20-29	2
		10-19	1
		<10	0

**Navy Fitness
Program Accreditation**

2.2.3	Locker Area	>100	10
	Percentages in column A refer to the square footage requirement in the standard.	90-100	9
		80-89	8
		70-79	7
		60-69	6
		50-59	5
		40-49	4
		30-39	3
		20-29	2
		10-19	1
		<10	0
2.2.4	Family Locker Room	100	1
2.2.5	Control Counter Area	100	1
2.2.6	Gymnasium	100	1
2.2.7	Combative/Martial Arts Room	100	1
2.2.8	Raquetball/Handball Courts	100	1
2.2.9	Multi-purpose Activity Area	100	1
2.2.10	Gear Issue Room	100	1
2.2.11	Equipment Storage Room	100	1
2.2.12	Administrative Support Area	100	1
Step 2 Add the circled numbers and enter total			

Step 3 Compute your percent compliance:

$$B \div 39 \times 100 = \% \text{ Compliance}$$

Your % Compliance

Step 4 Enter your percent compliance in the performance block for metric 2.2.

Step 5 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

NAVY PROGRAM ACCREDITATION FACILITIES

METRIC 2.3

Percent of Out-Door Areas (Quality) in Compliance With Standards

PURPOSE OF THIS METRIC

To determine the level of compliance with the quality standards prescribed for out-door fitness areas.

REFERENCES/ SOURCES

- BUPERSINST 1710.11C, Operation of Morale, Welfare and Recreation (MWR) Programs
- DoD Core fitness Standards
- Sports Governing Bodies/Sports Organizations (see BUPERSINST 1710.11C)
- Recreation, Parks and Open Space Standards and Guidelines, National recreation and Park Association

NOTES

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Standards

Softball Fields

- 2.3.1** All fields are situated (relative to the location of home plate) so the pitcher is throwing across the sun and the batter is not facing the sun.
- 2.3.2** Infields are skinned. The infield is graded so that base lines and home plate are level. Turf is the recommended surface for the outfield.
- 2.3.3** All bases are the safety breakaway type or style.
- 2.3.4** The outfield areas have a complete underground sprinkler system.
- 2.3.5** All permanent fields have a 12-foot warning track.
- 2.3.6** Water and electric outlet are located near the fields.
- 2.3.7** The light level for lighted fields is at least 50 foot-candles for infield and 30 foot-candles for the outfields.
- 2.3.8** Each field has a backstop centered on home plate at a distance of 25 feet from home plate. The panels must be large enough to ensure safety and be covered by #9 gauge x 2" mesh chain link fabric. All fencing down foul lines should be 8 feet in height with #9 gauge x 2" mesh chain link and all permanent outfield fence should be 10 feet in height with the same material attached.
- 2.3.9** Each field has two (2) permanently installed dugouts.
- 2.3.10** Dugouts have built in benches, are enclosed by fencing and have gates to the

field.

- 2.3.11** The main playing field has a large electronic scoreboard installed in the proper location for viewing. Each of the other fields should have portable electronic scoreboards available for use.
- 2.3.12** All fields have adequate bleachers for spectators.
- 2.3.13** All fields have support buildings with rest rooms, field maintenance storage, scoring area, and concession space located near the playing fields.

Multi-Purpose Fields

- 2.3.14** Turf is the recommended surface for multi-purpose fields. An in-ground sprinkler system for watering should be provided.
- 2.3.15** For lighted fields, the light level 50 foot-candles for the entire field.
- 2.3.16** Water and electrical outlets are located near the fields.
- 2.3.17** A support building with rest rooms, field maintenance storage, scoring area, and concession space is located near the playing fields.

Tennis

- 2.3.18** Orientation of the court is along the north/south axis, except in the southern area where it is most advantageous to situate the court 22 degrees off true (not magnetic) north so that the court runs slightly northwest to southeast.
- 2.3.19** Each court should be a true plane providing drainage from side to side or end to end, but should never drain to or from the net or centerline of the court.
- 2.3.20** The slope for porous courts is one inch in twenty to thirty feet or may be omitted where drainage is good. The slope for a non-porous court is one inch

in ten feet.

- 2.3.21** The light level for lighted courts is 30 foot-candles for the entire court(s) area.
- 2.3.22** All backstops (fencing) are at least 12 feet in height. The fence covering should be chain link mesh type fabric of 1 3/4" and 11 gauge galvanized wire. Wire mesh should be attached to the inside of the post to reduce the number softballs rebounding into the court. All courts should have windscreens in all fencing. Gates should be standard 4 feet by 7 feet (4X7) size and should open outward from the court. If fencing is not installed completely around a single court, it should extend at least 20 feet down each side from the backstop.
- 2.3.23** A tennis backboard or tennis rebound net is located in or near the tennis area.
- 2.3.24** All courts are checked and maintained daily. There is a large sized broom and squeegee available at the court for maintenance.

Swimming Pool:

- 2.3.25** Inlets and outlets are adequate in number and located to ensure effective circulation of water in the pool.
- 2.3.26** Outdoor pools are securely surrounded by a non-climbable fence at least 8 feet high, with secure latches above the reach of young children.
- 2.3.27** A floating safety line is provided at the 5-foot-depth mark or at the breakpoint between shallow and deep water.
- 2.3.28** There is a ratio of at least 2:1 deck versus water surface at all pools.
- 2.3.29** Windscreens are provided for locations where heavy winds prevail at all

outdoor pool locations.

Percent of Out-Door Areas (Quality) in Compliance With Standards

- 2.3.30** Adequate storage is provided for equipment and supplies.
- 2.3.31** The deck is of non-skid material. Brushed concrete of 1-inch-square non-slip tiles is suggested.
- 2.3.32** Overflow gutters extend around the pool perimeter and are designed so that no swimmer may catch a leg or arm in them.
- 2.3.33** The recirculation-filtration system has been designed to meet the anticipated pool load.
- 2.3.34** The gas chlorinator (if used) is in a separate room, accessible from and vented to the outside.
- 2.3.35** Entrances to the pool are through the shower rooms and are located at the shallow end of the pool with the depth clearly marked on the pool edge.
- 2.3.36** Safety markings are located at variations in pool depth of 1 foot and are marked on the pool wall and pool deck. For outdoor pools, depth markings may also be mounted on the perimeter fence at the edge of the deck. Painted or colored tile swimming lane markings should be provided on the bottom of the pool.
- 2.3.37** The main drain is clearly marked by painting the grate a conspicuous color or by laying colored tile around the drain perimeter.
- 2.3.38** In outdoor areas, trees that shed (e.g., pine, apple, coconut) should not be placed where fallout could injure a patron or cause damage to the filtration system. Avoid using shrubs and plants that attract insects (e.g., bees).
- 2.3.39** Playing areas are separated from the swimming area.

- 2.3.40** The children's area (separated by a gate and fencing) is separated from the deeper-water swimming area.
- 2.3.41** Pool furniture is situated away from the pool edge.
- 2.3.42** All enclosed areas are properly ventilated.
- 2.3.43** There is overhead clearance of at least 16 feet above a 1 and 3 meter board and 11 feet above a 10-meter platform.
- 2.3.44** The lighting level (for lighted or indoor pools) is 60 to 100 foot-candles at the water surface.
- 2.3.45** There are provisions for proper temperature control in the poolroom for both water and the air.
- 2.3.46** For teaching, a minimum of 25 yards x 45 feet with an even depth of 3 to 4 feet is provided
- 2.3.47** For recreation swimming a minimum of 27 square feet of water surface per swimmer is provided
- 2.3.48** A provision for lap swimming has been made at all pools.

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Score Sheet
Fitness
Metric 2.3

	A
Step 1 Circle the number in the column A for each standard met.	
Standards	Meet Standard
2.3.1	1
2.3.2	1
2.3.3	1
2.3.4	1
2.3.5	1
2.3.6	1
2.3.7	1
2.3.8	1
2.3.9	1
2.3.10	1
2.3.11	1
2.3.12	1
2.3.13	1
2.3.14	1
2.3.15	1
2.3.16	1
2.3.17	1
2.3.18	1
2.3.19	1

Percent of Out-Door Areas (Quality) in Compliance With Standards

2.3.20	1
2.3.21	1
2.3.22	1
2.3.23	1
2.3.24	1
2.3.25	1
2.3.26	1
2.3.27	1
2.3.28	1
2.3.29	1
2.3.30	1
2.3.31	1
2.3.32	1
2.3.33	1
2.3.34	1
2.3.35	1
2.3.36	1
2.3.37	1
2.3.38	1
2.3.39	1
2.3.40	1
2.3.41	1
2.3.42	1
2.3.43	1
2.3.44	1

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2.3.45	1
2.3.46	1
2.3.47	1
2.3.48	1
Step 2 Add the circled numbers and enter total	

Step 3 Compute your percent compliance:

$$A \div 48 \times 100 = \% \text{ Compliance}$$

Your % Compliance

Step 4 Enter your percent compliance in the performance block for metric 2.3.

Step 5 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

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PROGRAM ACCREDITATION FACILITIES

METRIC 2.4

Percent of In-Door Areas (Quality) in Compliance With Standards

PURPOSE OF THIS METRIC

To determine the level of compliance with quality standards prescribed for in-door fitness areas.

REFERENCES/ SOURCES

- BUPERSINST 1710.11C, Operation of Morale, Welfare and Recreation (MWR) Programs
 - NAVFAC Military Handbook 1037/8, Indoor Fitness/Recreation Facilities
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NOTES

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Standards

Fitness Area:

- 2.4.1** The free weight floor area is covered with a durable, resilient, high impact resistant material. (The preferred floor finish is a rolled rubber or sheet goods product designed for free weight exercise areas.)
- 2.4.2** In the circuit training and cardiovascular machine areas, an easily cleaned and durable carpet with attached rubber cushion (pad) is in place. (Recommend a broadloom, carpet (not carpet tiles) direct glue, multicolored, patterned carpet to help hide soil and stains.)
- 2.4.3** Strength training/circuit for resistance training equipment is arranged in a fashion that allows patron/users to train/work the largest muscle groups first and then proceed to the smaller muscles within that muscle group.
- 2.4.4** The floor is designed to bear the load of weight machines and equipment (minimum 45.36 kilograms per .1 square meter or 100 pounds per square foot).
- 2.4.5** Outlets for cardiovascular equipment, computerized strength training machines, electric water cooler, computer and printer for fitness assessments, stereo/audio/visual/video system and phone jacks have been provided. (Wall and/or recessed floor electrical outlets may be required for the fitness equipment depending on the overall size of the space, the architectural floor plan design/shape, and the placement for the equipment.)
- 2.4.6** A control desk is provided near the entry of the fitness area if a direct view is obstructed from the main control desk.
- 2.4.7** The light source is diffused, avoiding focusing strong light sources directly above equipment.

- 2.4.8** Sound levels are under 80 decibels. Sound sources include exercise equipment in use, stereo sound system, conversation, etc.
- 2.4.9** Air circulation levels are maintained at a minimum of 10 to 12 air exchanges per hour.
- 2.4.10** A water fountain or cooler is available within or adjacent to the fitness activity areas.

Warm-Up/Cool-Down Area:

- 2.4.11** The area is covered with antimicrobial treated carpet.
- 2.4.12** Exercise mats have been provided that are nonabsorbent and antistatic and have been treated with antifungal and antibacterial agents.

Group Exercise Room:

For instructional classes and informal practice sessions in group exercise and dance.

- 2.4.13** The floor is either hardwood with a subsurface sleeper system or low pile, bond-layered carpet on top of 100-ounce impact absorbent padding. Synthetic floor finishes/materials, specially made for group exercise, can be used as an alternative.
- 2.4.14** At least one wall is finished with mirrors to a minimum height of 2133 mm (7 feet) above the finished floor. (Two or three walls finished with mirrors are preferable.) The wall mirrors are mounted continually edge-to-edge, approximately 355 mm (1 foot 2 inches) above the finished floor.

- 2.4.15** Area has a minimum of 500 lux (50 foot-candles) of lighting. (Natural lighting (skylights or windows) may be used whenever possible, being careful to avoid heat gain, harsh direct sun lines and glare.)
- 2.4.16** The climate control system can maintain a temperature level between 68 to 72 degrees Fahrenheit and humidity between 50-60 percent.

Locker Rooms:

- 2.4.17** Floor covering is a non-skid, impervious material. (Prefer a monolithic floor with integral cove base.) The flooring meets both Preventative Medicine and Safety regulations.
- 2.4.18** Materials and finishes are water and humidity resistant, and easy to maintain. (The preferred wall finish is ceramic tile floor to ceiling with integrated color scheme and/or pattern.)
- 2.4.19** The locker room has at least 500 lux (50 foot-candles) of lighting.
- 2.4.20** Lighting fixtures have translucent, moisture resistant, non-breakable, protective covers in place.
- 2.4.21** Ventilation system is capable of controlling excessive odor, heat and humidity common to locker rooms as shown below:
- Temperature** - 72 to 78 degrees Fahrenheit
- Humidity** - 60% or less
- Air Circulation** - 10 to 12 exchanges in dressing area, 20 to 30 exchanges in shower area.

Lockers:

- 2.4.22** Full-size lockers are at least 304 mm by 304 mm by 1828 mm high (12 inches by 12 inches by 72 inches high) and half-size lockers are 304 mm by 304 mm by 914 mm high (12 inches by 36 inches high). (Full-size lockers are preferred over half-size lockers.)
- 2.4.23** Locker rooms are readily accessible to the activity spaces, lobby, and control desk in the lobby with privacy screening at entrances to eliminate views from adjacent spaces into locker rooms.
- 2.4.24** Locker rooms have direct access to the shower and toilet spaces, and, if provided, the sauna, steam room, and/or hot tub.
- 2.4.25** Each locker room includes a wet (direct access to showers) and a dry (direct access to activity spaces) corridor system.
- 2.4.26** Individual shower stalls are provided in the women's shower spaces.
- 2.4.27** If gang showers are provided in the men's shower spaces, A separate drying space between the shower space and the locker space is provided.
- 2.4.28** The drying space has a bench and clothing and towel hooks on the wall above the bench.
- 2.4.29** Wall shelf and mirror and wall mounted hair dryers are provided at various heights, equipped with rotating heads so the air can be adjusted.
- 2.4.30** At least one hair dryer for every three-shower heads for men and one hair dryer for every two-shower heads for women are provided. (Hair dryers are located adjacent to the drying areas.)

Number of Lockers:

- 2.4.31** Approximately 60 percent of the lockers are for men and 40 percent for women, although this ratio may vary due to existing base population mix of personnel by gender.
- 2.4.32** A minimum of 70 percent of the lockers are full-size.

Sauna:

- 2.4.33** Room is either redwood or cedar.
- 2.4.34** Door provides an adequate seal to retain heat within the sauna, and a wooden door handle on inside is provided.
- 2.4.35** Lighting is sufficient so that the room does not appear dark;
- 2.4.36** The sauna includes
- wood benches,
 - electric heater with guard rails,
 - tamperproof temperature control,
 - thermometer,
 - hydrometer,
 - temperature and panic alarms with audible monitors at the main control desk,
 - light with exterior switch,
 - door with glass vision panel and panic bar hardware,
 - and clock (hardwired with battery backup) that is outside the sauna and visible through the door vision panel from inside the sauna.

Steam Room:

- 2.4.37**
- Floor and benches are of non-slip tile;
 - Ceiling is pitched for drainage down the walls;
 - Floor is sloped for adequate drainage;
 - A cold water shower with a rope pull-chain should be positioned in the room; Lighting is sufficient for visibility through the steam;
 - Door provides an adequate seal to retain steam within this room.
 - The steam room has ceramic tile benches.

Cool down space:

- 2.4.38** The cool-down space shared by the sauna and steam room has bench(es) with clothing/towel hooks on the wall above the bench(es).

Administrative Office and Support Area:

- 2.4.39** Staff working at the control desk are able to visually monitor the access points to the activity, support, and public spaces. If equipment and towels are issued from the control desk, a separate but adjacent storage room for the equipment and towels is provided.
- 2.4.40** The counter is at stand-up height for patrons and desk height for staff use.

Gymnasium:

- 2.4.41** The court surface is either hard wood with a sleeper sub-surface system or a resilient synthetic material.
- 2.4.42** Basketball backboards are of any rigid weather-resistant material, preferably shatterproof glass.
- 2.4.43** The goals are swing ceiling, wall mounted or portable.
- 2.4.44** Breakaway rims are installed on all goals.

2.4.45 The lighting source is halide lamps and fixtures with illumination level of 75-foot candles on task. Care should be taken to achieve a brightness balance and to eliminate extremes of brightness and glares.

2.4.46 There is adequate space designated to store volleyball standards and net, scoreboard panels, court floor covering, tables and chairs, wrestling mats and other exercise mats.

2.4.47 The main court area has seating in the form of portable (pullout type) bleachers as follows:

X-Large - 400

Large - 300

Medium - 200

Small - 100

X-Small - 0

Combative/Martial Arts room:

2.4.48 The floor of the room is hardwood with a sub-surface sleeper system or resilient materials to prolong the life of the mats.

2.4.49 A climate control system is provided that will maintain temperature level between 68 to 72 degrees Fahrenheit, and humidity between 50-60 percent.

2.4.50 The walls are covered with resilient material up to five feet above the floor on all sides.

2.4.51 The ceiling is of acoustic material and is at least 12 feet high.

Racquetball/Handball courts

- 2.4.52** The floor is a hardwood covering with a sleeper system subsurface structure that helps absorb and accommodate spring as in standard gymnasium construction.
- 2.4.53** The HVAC system can maintain temperatures in the court areas at 60 to 68 degrees Fahrenheit; humidity at 60 percent or less and air circulation at 6 to 8 exchanges per hour.
- 2.4.54** Court walls are constructed of hard plaster, fiberboard or laminated wood panels, concrete, shatterproof glass or a non-splintering durable wood.
- 2.4.55** Entrance doors open toward the corridor and have flush mounted handles and hinges.
- 2.4.56** There is a small shatterproof window installed flush with the interior surface of the door at approximately eye level.
- 2.4.57** Ventilating ducts and lighting fixtures are installed flush with the ceiling surface.
- 2.4.58** Transparent, non-breakable, plastic protective covers are used to protect lighting units.
- 2.4.59** The lighting source provides an illumination level of 80 foot-candles on task.

Gear Issue Room:

- 2.4.60** The floor of the gear issue area is a reinforced, moisture-proof, non-skid surface that is resistant to detergents and bleaching materials.

2.4.61 Proper temperature, humidity, and air circulation levels are maintained in the area:

Temperature - 72 to 78 degrees Fahrenheit.

Humidity - 60 % or less.

Air Circulation - 8 to 12 exchanges per hour.

The lighting standard for the gear issue room is 30 to 50 foot-candles at the floor surface.

2.4.62 The entry way consists of a locking double door size with flush sills and sufficient height to facilitate movement of equipment.

Equipment Storage room:

2.4.63 There are adequate shelving, bins, and open-end cubicles for storage of equipment and supplies.

2.4.64 The entryway has a locking double door size with flush sills and sufficient height to facilitate movement of equipment.

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Percent of In-Door Areas (Quality) in Compliance With Standards

**Score Sheet
Navy Fitness
Metric 2.4**

		A
Step 1	Circle the number in the column A for each standard met.	Meet Standard
Standards		
2.4.1		1
2.4.2		1
2.4.3		1
2.4.4		1
2.4.5		1
2.4.6		1
2.4.7		1
2.4.8		1
2.4.9		1
2.4.10		1
2.4.11		1
2.4.12		1
2.4.13		1
2.4.14		1
2.4.15		1
2.4.16		1
2.4.17		1
2.4.18		1
2.4.19		1

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2.4.20	1
2.4.21	1
2.4.22	1
2.4.23	1
2.4.24	1
2.4.25	1
2.4.26	1
2.4.27	1
2.4.28	1
2.4.29	1
2.4.30	1
2.4.31	1
2.4.32	1
2.4.33	1
2.4.34	1
2.4.35	1
2.4.36	1
2.4.37	1
2.4.38	1
2.4.39	1
2.4.40	1
2.4.41	1
2.4.42	1
2.4.43	1
2.4.44	1

Percent of In-Door Areas (Quality) in Compliance With Standards

2.4.44	1
2.4.45	1
2.4.46	1
2.4.47	1
2.4.48	1
2.4.49	1
2.4.50	1
2.4.51	1
2.4.52	1
2.4.53	1
2.4.54	1
2.4.55	1
2.4.56	1
2.4.57	1
2.4.58	1
2.4.59	1
2.4.60	1
2.4.61	1
2.4.62	1
2.4.63	1
2.4.64	1

Step 2 Add the circled numbers and enter total

--

Step 3 Compute your percent compliance:

$$A \div 64 \times 100 = \% \text{ Compliance}$$

--

Your % Compliance

- Step 4** Enter your percent compliance in the performance block for metric 2.4.
- Step 5** Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

NAVY FITNESS PROGRAM ACCREDITATION PROGRAM

METRIC 3.1

Percent of Fitness Center Programs Offered in Compliance With Standards

PURPOSE OF THIS METRIC

To determine the level of compliance with prescribed standards for Fitness Center Programs.

REFERENCES/ SOURCES

- BUPERSINST 1710.11C, Operation of Morale, Welfare and Recreation (MWR) Programs

NOTES

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Standards

- 3.1.1** There is a written annual schedule (e.g., calendar of events, program schedule) that describes the programs to be implemented and that meets the program goals and objectives.
- 3.1.2** The fitness complex is open at least 90 hours per week to meet customer demand and to allow patrons who work irregular duty hours reasonable access to the facilities.
- 3.1.3** All customers are provided a pre-activity screening that is appropriate to the physical activities to be performed by the patron.
- 3.1.4** Fitness testing is available either on site or at another location. The testing protocol follows the ACSM guideline and incorporates measurement of body composition, cardiorespiratory fitness, flexibility and muscle fitness. When doing body composition for active duty members only height, weight and circumference measurements may be used following the official Navy protocol as directed by the Navy Physical Readiness Program.
- 3.1.5** The fitness center provides an on-going health promotions awareness program for its patrons. These programs must contain at least the following: Smoking Prevention and Cessation; Physical Fitness; Back Injury prevention; Nutrition Education; Alcohol and Drug Abuse Prevention; Hypertension Education; and Stress Management.
- 3.1.6** The fitness program emphasizes maximum participation and has a recognition system developed for each program element. (An incentive award program is a required element of the DOD core fitness standards.)
- 3.1.7** The fitness program promotes interaction with local civilian community organizations.

- 3.1.8** Annually, the fitness staff conducts group exercise skill classes in at least five (5) informal (self-directed) lifetime fitness activities. Examples include: tennis, golf, racquetball, swimming, and fitness training.
- 3.1.9** All classes/clinics are held by skill level (i.e., novice, intermediate and advanced).
- 3.1.10** At least two (2) special events or programs are conduct annually in support of special health/wellness programs, such as health fairs or fitness clinics.
- 3.1.11** On at least a weekly basis and when (individually) requested, basic orientation is provided on the fitness facilities and programs to include rules, safety guidelines, proper use of equipment, and instructional fitness assessment opportunities.
- 3.1.12** The fitness center program and staff continually support the Navy Physical Readiness program through individual exercise prescriptions, group exercise classes or individual instruction for either test preparation or as part of a Fitness Enhancement program.
- 3.1.13** The minimum staff to patron ratio meets the American College of Sport Medicine prescribed staffing guideline of at least one Fitness leader/instructor on the fitness floor for up to 50 patrons.
- 3.1.14** If the fitness operation has a swimming pool, then safety considerations require that swimming pool areas have certified staff members on duty at the pool perimeter during regular hours of operation.

Percent of Fitness Center Programs Offered in Compliance With Standards

**Score Sheet
Fitness
Metric 3.1**

	A
Step 1 Circle the number in the column A for each standard met. Standards	Meet Standard
3.1.1	1
3.1.2	1
3.1.3	1
3.1.4	1
3.1.5	1
3.1.6	1
3.1.7	1
3.1.8	1
3.1.9	1
3.1.10	1
3.1.11	1
3.1.12	1
3.1.13	1
3.1.14	1
Step 2 Add the circled numbers and enter total	<input style="width: 100px; height: 30px;" type="text"/>

Step 3 Compute your percent compliance:

$$A \div 14 \times 100 = \% \text{ Compliance}$$

Your % Compliance

- Step 4** Enter your percent compliance in the performance block for metric 3.1.
- Step 5** Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

NAVY FITNESS PROGRAM ACCREDITATION PROGRAM

METRIC 3.2

Percent of Sports/Athletic Programs Offered in Compliance With Standards

PURPOSE OF THIS METRIC

To determine the level of compliance with prescribed standards for sports/athletic programs.

REFERENCES/ SOURCES

- BUPERSINST 1710.11C, Operation of Morale, Welfare and Recreation (MWR) Programs
 - Sports Governing Bodies/Sports Organizations (see BUPERSINST 1710.11C)
-

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Standards

Intramural competition

- 3.2.1** At least four (4) individual/dual sports are offered during the year for men.
- 3.2.2** At least four (4) individual/dual sports are offered during the year for women.
- 3.2.3** Tournaments for individual/dual sports are structured by skill levels: novice, intermediate and advanced.
- 3.2.4** At least four (4) team sports are offered during the year for men.
- 3.2.5** At least four (4) team sports are offered during the year for women.
- 3.2.6** The program allows for "35 and over" league play in at least one major sport.
- 3.2.7** At least two (2) meet sports are conducted each year.
- 3.2.8** At least two (2) special events are conducted each year.
- 3.2.10** The program hosts at least one (1) sport competition each year involving intramural participants/teams and the local community.
- 3.2.11** All team captains/participants are provided a copy of the written rules governing their competition.

3.2.12 One person in the sports program has been designated to assign intramural sports officials.

3.2.13 An evaluation is conducted on all officials at least twice during the sports season.

3.2.14 In all intramural and extramural competition only certified officials are utilized. The use of untrained or volunteer officials is not authorized and is detrimental to the recreational sports program.

In team sport competition, the following number of officials per sports contest based on the current national governing body standards are used:

3.2.15 • Basketball - 2 officials

3.2.16 • Softball - 1 or 2 officials

3.2.17 • Volleyball - 1 or 2 officials

3.2.18 • Soccer - 1 official

3.2.19 • Flag Football - 3 officials

3.2.20 All intramural officials are required to satisfy the following requirements prior to officiating in the program:

- a. Pass a written objective test.
- b. Regularly attend rule interpretation and mechanics meetings.

- 3.2.21** Official rules set forth by the organization governing amateur competition in each sport are used:

Sports National Governing Body

Basketball	NCAA/NFSA
Bowling	American Bowling Congress
Boxing	USA Boxing, Inc.
Flag Football	National Intramural Recreational Sports Association
Golf	U.S. Golf Association
Racquetball	American Amateur Racquetball Association
Sailing	U.S. Sailing Association
Soccer	U.S. Soccer Federation/NFSA
Softball	Amateur Softball Association of America
Tennis	U.S. Tennis Association
Track and Field	The Athletic Congress of USA
Volleyball	U.S. Volleyball Assoc./NFSA
Wrestling	USA Wrestling

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Percent of Sports/Athletic Programs Offered in Compliance With Standards

Score Sheet
Fitness
Metric 3.2

	A
Step 1 Circle the number in the column A for each standard met. Standards	Meet Standard
3.2.1	1
3.2.2	1
3.2.3	1
3.2.4	1
3.2.5	1
3.2.6	1
3.2.7	1
3.2.8	1
3.2.9	1
3.2.10	1
3.2.11	1
3.2.12	1
3.2.13	1
3.2.14	1
3.2.15	1
3.2.16	1
3.2.17	1
3.2.18	1

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3.2.19	1
3.2.20	1
3.2.21	1

Step 2 Add the circled numbers and enter total

--

Step 3 Compute your percent compliance:

$$A \div 21 \times 100 = \% \text{ Compliance}$$

--

Your % Compliance

Step 4 Enter your percent compliance in the performance block for metric 3.2.

Step 5 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

NAVY FITNESS PROGRAM ACCREDITATION EQUIPMENT

METRIC 3.3

Percent of Aquatics Program in Compliance With Standards

PURPOSE OF THIS METRIC

To determine the level of compliance with prescribed standards for aquatics programs.

REFERENCES/ SOURCES

- BUPERSINST 1710.11C, Operation of Morale, Welfare and Recreation (MWR) Programs

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Standards

3.3.1 The Aquatics Program Director designs an annual calendar of events.

3.3.2 The aquatics program includes at least the following elements

- Swimming Instruction
- Fitness Classes and Programs
- Special Events

Swimming Instruction

3.3.3 Incremental skill advancement classes are conducted for school age youth

3.3.4 Incremental skill advancement classes are conducted for adults.

3.3.5 Introductory swimming skills and aquatic facility familiarization classes are conducted for infants, toddlers and preschoolers.

3.3.6 Water safety classes are conducted for school age youth.

3.3.7 Water safety classes are conducted for adults.

Fitness Classes and Programs

The following programs are scheduled during, or in addition to, the facility hours of operation

3.3.8 Lap swim hours

3.3.9 Water aerobics

3.3.10 Distance swimming programs

3.3.11 Swim Teams

Special Events

The following types of events are conducted as a part of the aquatics program

3.3.12 Social events

3.3.13 Entertainment Activities

3.3.14 Aquatic sports tournaments

3.3.15 Swim competitions

Percent of Sports/Athletic Programs in Compliance With Standards

**Score Sheet
Navy Fitness
Metric 3.3**

	A
Step 1 Circle the number in the column A for each standard met. Standards	Meet Standard
3.3.1	1
3.3.2	1
3.3.3	1
3.3.4	1
3.3.5	1
3.3.6	1
3.3.7	1
3.3.8	1
3.3.9	1
3.3.10	1
3.3.11	1
3.3.12	1
3.3.13	1
3.3.14	1
3.3.15	1
Step 2 Add the circled numbers and enter total	

Step 3 Compute your percent compliance:

$$A \div 15 \times 100 = \% \text{ Compliance}$$

Your % Compliance

Step 4 Enter your percent compliance in the performance block for metric 3.3.

Step 5 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

NAVY FITNESS PROGRAM ACCREDITATION PROGRAMMING

APF Score Sheet Programming

PURPOSE OF THIS SCORE SHEET

To determine the amount of APF funding needed for program expenses, specifically fitness instructors and ports officials.

REFERENCES/ SOURCES

- BUPERSINST 1710.11C, Operation of Morale, Welfare and Recreation (MWR) Programs
 - NAVSO P1000
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Score Sheet Fitness Programming

Compute your total APF contract costs for fitness instructors and sports officials as follows:

- | | | |
|----|--|-------|
| A. | Amount required to staff/conduct all the fitness classes required by the standards in 3.1. | _____ |
| B. | Amount required to fund all the sports officials needed to comply with the standards in 3.2. | _____ |
| C. | Amount required to fund cleaning contracts. | _____ |
| | Total | |

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NAVY FITNESS PROGRAM ACCREDITATION EQUIPMENT

METRIC 4.1

Percent Quantity of Equipment in Compliance With Standards

PURPOSE OF THIS METRIC

To determine the level of compliance with prescribed standards for the quantity of equipment in Fitness, Sports and Aquatics programs.

REFERENCES/ SOURCES

- BUPERSINST 1710.11C, Operation of Morale, Welfare and Recreation (MWR) Programs
 - NAVFAC Military Handbook 1037/8, Indoor Fitness/Recreation Facilities
 - Air Force Instruction 34-266, Air Force Fitness and Sports Programs.
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Standards

Adequate and safe equipment and supplies are provided for each fitness and sports activity.

At a minimum, the following equipment is provided:

All Facilities

- 4.1.1** AEDs: Each facility has an automatic external defibrillator (AED) located as prescribed by Department of Health and Human Services guidelines.

Free Weight Area (By Installation size):

- 4.1.2** A complete set of dumbbells ranging from 2.3 to 54.4 kilograms (5 to 120 pounds) in 2.3 kilogram (5-pound) increments:

X-Large - 3 sets
Large - 2 sets
Medium - 2 sets
Small - 1 set
X-Small - 1 set

- 4.1.3** Olympic style power bars with safety collars and at least 725.7 to 816.5 kilograms (1600 to 1800 pounds in various increments) of free weight:

X-Large - 4 sets
Large - 3 sets
Medium - 2 sets
Small - 1 set
X-Small - 1 set

- 4.1.4** A variety of benches for dumbbell work and Olympic barbell work, such as incline bench, decline bench, power squat rack, flat bench, preacher curl bench, weight racks, and dumbbell racks.

X-Large - minimum of 3 each
Large - minimum of 3 each
Medium - minimum of 2 each
Small - minimum of 1 each
X-Small - minimum of 1 each

- 4.1.5** *Strength Training or Circuit Training Machines:* There are at least the following number of circuit training machine for each muscle group.

X-Large - 2
Large - 2
Medium - 1
Small - 1
X-Small - 1

Chest
Chest Press
Incline Press
Fly
Leg Curl

Legs and Knee
Calf Raise
Leg Press
Leg Extension
40-degree Chest

Arms and Shoulders
Lateral Raise
Triceps Extension
Arm Curl Cable Crossover

Back
Pullover
Back Extension
Lateral Pull-down
Rowing Machine
Torso Pull-down

Abdominal
AB Machine
Rotary Torso
Bent Leg AB Board

Neck

Hips
Abduction
Adduction
Abduction/Adduction

4.1.6 Cardiovascular Equipment: There is a sufficient blend of different pieces of the following equipment based on installation size to meet the needs of the patrons: Stationary bikes, recumbent bikes, rowing machines, stair climbers, treadmills, cross trainers or other recognized aerobic equipment:

X-Large - 30
Large - 25
Medium - 20
Small - 16
X-Small - 10

Gymnasium:

**4.1.7 Basketball backboards/rims:
Basketball standards/supports:**

X-Large - 8 units
Large - 6 units
Medium - 4 units
Small - 2 units
X-Small - 0 units

4.1.8 Electronic scoreboard:

1 unit for each installation except extra small.

4.1.9 45 second clocks:

1 unit for each installation except extra small.

**4.1.10 Volleyball standards:
Volleyball net:**

X-Large - 4 units
Large - 3 units
Medium - 2 units
Small - 1 unit
X-Small - 0 unit

4.1.11 Court Floor covering:

1 unit for each installation except extra small.

4.1.12 PA system:

1 unit for each installation except for extra small.

4.1.13 Portable bleachers (5 row/19 feet seat length):

X-Large - 8 units
Large - 6 units
Medium - 4 units
Small - 2 units
X-Small - 0 unit

4.1.14 Ice making machine:

X-Large - 1 units
Large - 1 units
Medium - 1 units
Small - 1 unit
X-Small - 1 unit

4.1.15 Commercial washers:

X-Large - 4 units
Large - 3 units
Medium - 2 units
Small - 1 unit
X-Small - 1 unit

4.1.16 Commercial dryers:

X-Large - 8 units
Large - 6 units
Medium - 4 units
Small - 2 units
X-Small - 1 unit

4.1.17 Locker compartments (small wall units):

X-Large - 4 units
Large - 3 units
Medium - 2 units
Small - 1 unit
X-Small - 0 unit

**4.1.18 Administrative/Lounge Area:
Computers/printers/software:**

X-Large - 2 units plus software support
Large - 2 units plus software support
Medium - 1 unit plus software support
Small - 1 unit plus software support
X-Small - 1 unit plus software support

4.1.19 Paging System for entire building:

1 unit for each installation except for extra small.

4.1.20 Duplicating machine:

1 unit for each installation except for extra small.

Maintenance Equipment:

4.1.21 **Utility vehicle:**
X-Large - 2
Large - 2
Medium - 1
Small - 1
X-Small - 1

4.1.22 **Tractor with mower:**

X-Large - 3
Large - 2
Medium 2
Small - 1
X-Small- 1

Aquatics/Swimming Pools:

4.1.23 General Safety Equipment

The following general safety equipment is readily available and accessible to every on-duty lifeguard at all times:

- Megaphone
- Whistle
- Shade umbrella
- Sunglasses
- Visor or cap
- Drinking water
- Two-way radio and/or telephone

4.1.24 Lifesaving Equipment

The following lifesaving equipment is readily available and accessible to every on-duty lifeguard at all times:

Pool

- Ring buoy with attached line (located on every lifeguard stand)
- Rescue tube (located on every lifeguard stand)
- Rescue pole (located on every lifeguard stand)
- Shepherd's crook

Waterfront area

- Ring buoy with attached line (located on every lifeguard stand)
- Rescue tube (located on every lifeguard stand)
- Rescue board
- Mask, fins and snorkel
- Heaving line

4.1.25 First Aid Equipment

The following first aid equipment is readily available and accessible to every on-duty lifeguard at all times:

- First aid kit
- Factory manufactured marine backboard with straps and head immobilizer
- Cot
- Blanket
- Pillow

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Percent Quantity of Equipment in Compliance With Standards

**Score Sheet
Fitness
Metric 4.1**

		A	B
Standard	Equipment	% of Requirement Met	Score
4.1.1	AEDs	100	1
4.1.2	Dumbbells	100	1
4.1.3	Olympic style power bars	100	1
4.1.4	Benches	100	1
4.1.5	Strength/Circuit Training	>100	10
		90-100	9
		80-89	8
		70-79	7
		60-69	6
		50-59	5
		40-49	4
		30-39	3
		20-29	2
		10-19	1
		<10	0
4.1.6	Cardiovascular Equipment	>100	10
		90-100	9
		80-89	8
		70-79	7
		60-69	6
		50-59	5
		40-49	4
		30-39	3
		20-29	2
		10-19	1
		<10	0

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4.1.7	Basketball Equipment	100	1
4.1.8	Electronic Scoreboard	100	1
4.1.9	45 second clocks	100	1
4.1.10	Volleyball equipment	100	1
4.1.11	Court Floor Covering	100	1
4.1.12	PA System	100	1
4.1.13	Portable bleachers	100	1
4.1.14	Ice making machine	100	1
4.1.15	Commercial washers	100	1
4.1.16	Commercial dryers	100	1
4.1.17	Locker compartments	100	1
4.1.18	Computers/printers/software	100	1
4.1.19	Paging system	100	1
4.1.20	Duplicating machine	100	1
4.1.21	Utility vehicles	100	1
4.1.22	Tractor with mower	100	1
4.1.23	General safety equipment (aquatics)	100	1
4.1.24	Lifesaving equipment (aquatics)	100	1
4.1.25	First aid equipment (aquatics)	100	1

Step 2 Add the circled numbers and enter total

Step 3 Compute your percent compliance:

$$B \div 43 \times 100 = \% \text{ Compliance}$$

Your % Compliance

Step 4 Enter your percent compliance in the performance block for metric 4.1.

Step 5 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.

NAVY FITNESS PROGRAM ACCREDITATION EQUIPMENT

METRIC 4.2

Percent of Equipment Replaced Due to Life-Cycle Requirements

PURPOSE OF THIS METRIC

To determine the level of compliance with prescribed equipment replacement cycles due to age/use of equipment.

REFERENCES/ SOURCES

- MWR IPT Program Support Group recommended business practice

NOTES

Effective long-range planning should be exercised to provide for replacement and purchase of major equipment items. Adequate arrangements should be made for the repair and reconditioning of equipment. Damaged equipment should not be used. Detailed maintenance and repair records should be kept on all equipment.

Average Life-cycles of equipment:

- Aerobic equipment 3-5 years.
- Based on normal use.
- Proper maintenance.
- Strength Training Equipment 7-10 years.
- Free weight 10-15 years.

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Percent of Equipment Replaced Due to Life-Cycle Requirements

Standards

4.2.1 At least 20% of the total value of program equipment is replaced annually.

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Percent of Equipment Replaced Due to Life-Cycle Requirements

**Score Sheet
Fitness
Metric 4.2**

Step 1 Compute your level of replacement per year.

A Total value of Fitness program equipment on hand _____

B Total value of equipment replaced in the last year _____

Line B ÷ Line A x 100 = % replaced _____

% Replaced	% Compliance	Score
>20	100	10
18-19.9	90	9
16-17.9	80	8
14-15.9	70	7
12-13.9	60	6
10-11.9	50	5
8-9.9	40	4
6-7.9	30	3
4-5.9	20	2
2-3.9	10	1
<2	0	0

Step 2 Find your % percent compliance (adjacent to the approximate % replaced) and enter it in the performance block for this metric.

Step 3 Find the corresponding “score” in enter it in the score block for this metric.

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NAVY FITNESS PROGRAM ACCREDITATION EQUIPMENT

METRIC 4.3

Percent of Cardiovascular Equipment “Uptime” Per Month

PURPOSE OF THIS METRIC

To determine the level of compliance with prescribed equipment “uptime” standards on a monthly basis.

REFERENCES/ SOURCES

- MWR IPT Program Support Group recommended business practice

NOTES

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Standards

Equipment that is out of service shall have a sign that notes the date when the equipment will be repaired or in service. An adequate stock of spare parts should be kept on hand for items on equipment that require frequent replacement.

- 4.3.1** Cardiovascular equipment is “up” (available for patron use) at least 95% of operating hours (on average) per month

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Percent of Cardiovascular Equipment “Uptime” Per Month

**Score Sheet
Fitness
Metric 4.3**

Step 1 Compute your level of “uptime” for cardiovascular equipment as follows:

- A. Number of machines _____
- B. Number of program operating hours per month _____
- C. Line A x Line B _____
- D. Total number of hours CV machines are down per month _____
- E. Line C – Line D _____ (total “up” hours per month)
- F. $(E \div C) \times 100 = \% \text{ “uptime”}$. _____

% Uptime/ % Compliance	Score
>95	10
95	9
94	8
93	7
92	6
91	5
90	4
89	3
88	2
87	1
86	0

Step 2 Find your % percent compliance and enter it in the performance block for this metric.

Step 3 Find the corresponding “score” in enter it in the score block for this metric.

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NAVY FITNESS PROGRAM ACCREDITATION EQUIPMENT

APF Score Sheet Equipment and Supplies

PURPOSE OF THIS SCORE SHEET

To determine the amount of APF funding needed for equipment and supplies.

REFERENCES/ SOURCES

- BUPERSINST 1710.11C, Operation of Morale, Welfare and Recreation (MWR) Programs
 - NAVSO P1000
-

NOTES

As a rule of thumb, 25% of the value of all NAF and APF property (both minor property and fixed assets) should be expended annually for routine repairs and replacements and to adequately provide for routine program supplies and other operating expenses.

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Score Sheet
Fitness
Equipment and Supplies

Compute your total APF support authorization for equipment and supplies as follows:

- A. Amount required to purchase any additional
equipment your program needs to comply with the
equipment standards in 4.1. _____
- B. 25% of the value of your current property inventory.
(See 4.2.) _____
- C. Total _____

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NAVY FITNESS PROGRAM ACCREDITATION ADMINISTRATION

METRIC 5.1

Percent Compliance with Administrative Requirements

PURPOSE OF THIS METRIC

To determine the level of compliance with other administrative requirements.

REFERENCES/ SOURCES

- BUPERSINST 1710.11C, Operation of Morale, Welfare and Recreation (MWR) Programs

NOTES

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Standards

5.1.1 There is a local operating instruction for the Fitness program which includes policies and procedures for the following:

- Fitness Programs
 - Instructional Skill Development
 - Group Exercise Activities
 - Recreational Sports
 - * Informal Sports
 - * Intramural Sports
 - Individual Sports
 - Dual Sports
 - Team Sports
 - Meet Sports
 - Special Sports
 - * Extramural Sports
 - * Club Sports
- Awareness & Education Programs
 - Fitness
 - Nutrition
 - Tobacco Cessation
 - Substance Abuse (Drug & Alcohol)
 - Hypertension
 - Back Injury Prevention
 - Stress Management

5.1.2 The local operating instruction is reviewed every two years.

5.1.3 The fitness center maintains a resource file for fitness (includes sport and health) and a referral list for patrons with special interest.

5.1.4 There is a written statement of annual goals with specific objectives relating to the enhancement of the fitness program.

- 5.1.5** There is a written evaluation completed for all fitness programs and events conducted within 30 days of the conclusion of the program/event.
- 5.1.6** The overall fitness program evaluation is conducted annually and includes all of the following:
- Analyzes all areas of fitness program operation.
 - Involves all patrons and staff.
- 5.1.7** There is an established Fitness Council consisting of representatives of each command and the MWR Fitness Coordinator which develops policies and resolves program issues and concerns.
- 5.1.8** The Fitness Complexes has alliances with allied health care providers and rehabilitation center (military and civilian) to make patrons an integral part of the wellness prescription.
- 5.1.9** There is an effective publicity program to expedite communication with the patrons utilizing at least three of the following methods:
- Letters.
 - Flyers, posters, banners.
 - Program newsletters, e-mail or internet web page
 - Telephone conversations.
 - Base TV and radio spots.
 - Bulletin boards.
- 5.1.10** There are written procedures in practice regarding:
- Accident prevention and reporting.
 - Emergency procedures.
 - Facility opening and closing.
 - Facility rules and regulations
 - Incidents involving blood

- 5.1.11** The Fitness Coordinator is involved in the process of fiscal management that includes all of the following:
- Budget development or input.
 - Program cost analysis.
 - Monitoring of departmental income and expenses.
 - Procuring supplies and equipment.
 - Input in establishing fees and charges for personal services (e.g., personal trainer, massage services).
- 5.1.12** Policies governing the receipt of revenue and expenditure of funds for fitness programs/services are clearly stated in written form.
- 5.1.13** Adequate financial records are kept by the Fitness Coordinator (or assigned staff member) to facilitate the proper use of the budget.
- 5.1.14** No individuals or groups are permitted unsupervised access to a facility unless the Commanding Officer or MWR Director has approved the exception .
- 5.1.15** There are **no fees or charges to utilize appropriated fund fitness facilities.** There may be a charge for programs and services provided by certified personnel under NAF service contracts (e.g., massage service, personal trainer).
- 5.1.16** The Fitness Complex has a stringent policy regarding the sale or promotion of vitamin and mineral supplements, “health foods”, “organic foods”, “natural” foods, herbs, related products, and dietary fads to ensure that patrons are not wasting their money or jeopardizing their health.
- 5.1.17** At the time of program registration, all information about the activity, service or event is available to the participant.

- 5.1.18** At least hourly (and randomly), all areas of the fitness complex are monitored to ensure patron safety, compliance with policies, assess facility and equipment condition and serviceability, and offer guidance and assistance to the patrons.
- 5.1.19** A program policy regarding equipment usage and duration is maintained that ensures patrons have reasonable access to all equipment.
- 5.1.20** The fitness complex complies with all Navy safety regulations contained in OPNAV5100.25A.
- 5.1.21** Procedures are in effect to cover the issue and return of equipment and supplies.
- 5.1.22** An inventory of equipment and supplies used in each event/season is taken at the end of each fitness/sports-activity/season.
- 5.1.23** All equipment and supplies are effectively marked as MWR property.

Percent Compliance with Administrative Requirements

**Score Sheet
Fitness
Metric 5.1**

		A
Step 1	Circle the number in the column A for each standard met.	
Standards		Meet Standard
5.1.1		1
5.1.2		1
5.1.3		1
5.1.4		1
5.1.5		1
5.1.6		1
5.1.7		1
5.1.8		1
5.1.9		1
5.1.10		1
5.1.11		1
5.1.12		1
5.1.13		1
5.1.14		1
5.1.15		1
5.1.16		1
5.1.17		1
5.1.18		1
5.1.19		1

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5.1.20	1
5.1.21	1
5.1.22	1
5.1.23	1
Step 2 Add the circled numbers and enter total	

Step 3 Compute your percent compliance:

$$A \div 23 \times 100 = \% \text{ Compliance}$$

Your % Compliance

Step 4 Enter your percent compliance in the performance block for metric 5.1.

Step 5 Find the corresponding “score” (0-10) and enter it in the “score” block for this metric.